



Fundraiser Request Form

This form is used to request permission to host a fundraising event to raise money for a Student Organization.

Date: _____

Contact Information

Name: _____

Student Organization: _____

Contact Email: _____

Phone Number: _____

Fundraiser Description:

How will the fundraiser be conducted? (In-person, social media, other, please explain)

Proposed date of Sale(s): _____ Proposed time of sale(s): _____

On-campus Location: _____

Location must be approved by your advisor.

Required Signatures

By signing, you agree that you have read and understand the policy regarding fundraising at Germanna Community College. The policy is in the Student Organization Handbook on page 17 and copied below on page 2 of this request.

Student Organization Representative

Date

Student Organization Advisor

Date

Office of Student Activities Representative

Date

FUNDING: FUNDRAISING

There are several methods of funding for student organizations. The first group is fundraising. Fundraising can be but is not limited to fundraisers, such as bake sales, car washes, etc., monies won through competitions, and donations received by the club and/or organization. The other is for an organization and its leaders to submit a 'Budget Request Form' to Student Activities.

FUNDRAISING

All fundraising done in the name of Germanna Community College, or an approved College student organization must be used to support and advance the mission of the College. Fundraising activities conducted by recognized College student clubs and organizations require the approval of the Dean of Student Development. An individual student or a student group which is not affiliated with a formally recognized College club or organization must obtain approval from the Dean of Student Development for any fundraising effort which uses the name of Germanna Community College in its promotion. Approval may be requested by contacting the Student Activities Office.

The proceeds of all fundraising activities must be deposited with the College Business Office within 2 business days of receipt. All expenditures must be supported with original invoices or sales receipts. Requests for payment and / or reimbursement of expenses will follow College procurement guidelines that are available in the Business Office. Fundraising activities that support the Germanna Community College Educational Foundation are governed by bylaws of the College's Germanna Community College Board and the Foundation Board.

Fundraising helps organizations earn money for charitable or large projects and expenditures. Fundraisers are activities and **require a 'Fundraiser Request Form'** outlining what the fundraiser will entail. **Student Organizations will be asked to fundraise up to 15% of their overall budget request, especially if the requested amount is over \$1,000.**

Funds Management

All monies collected from fundraisers must be deposited with the GCC Business Office by advisor or the Student Activities Assistant within 2 days of the fundraiser. Any club requiring an account should notify the Student Activities Assistant. No student group should have an outside bank account. Monies deposited with the Business Office will carry over from year to year. Remaining club funds will be moved to the Student Government Association's account if a club becomes inactive after 1 year. These remaining funds will be labeled as **contingency money** for future organizations.

'Cash Transmittal Forms' can be obtained from the Student Activities Office. Money must be counted before submitting it. Your advisor or the Student Activities Assistant will submit the Cash Transmittal Form to the Business Office. Funds deposited with the Business Office account can be accessed by submitting a check request to the Business Office. Please allow **10-15 business days** for processing.

- For staff and faculty advisors, 'Check Request Forms' are available on the Germanna Central page under business office forms. Check Requests are unavailable to students.
- Keep copies of receipts, agendas, and forms.

Germanna Community College

Business Office

Cash Receipts Transmittal Form

Name: _____

Club or Organization here: _____

(Person Supplying this Information):

Department Name: _____

Deposit To:	Fund Code	Dept Number	Campus Code	Acct Number
	_____	_____	_____	_____

FUNDS

For: _____

Event: _____

Cash Amount:	Check Amount:	Grand Total:	Date:
_____	_____	_____	_____

Check Written By:	Check # or Cash Amount	Grand Total:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Accounting Services Use Only

Deposit to:	Acct#	Total \$ _____
	student activities has account numbers	

Verified by: _____ Date: _____

Receipt #: _____